

MAJOR DUTIES

Is assigned as a 1st Mate aboard a Class I (18" discharge and over) pipeline dustpan or cutterhead dredge engaged in channel maintenance dredging in inland waterways in the U.S. Through subordinate mates, supervises the work of approximately 9-30 subordinates employed in any of several occupations such as 2nd Mate, Deck Equipment Operator, Leverman, Tender Operator, Pipelineman, Deckhand, etc., and assigned to three different shifts. Exercises 24-hour responsibility for complete operation of all deck, pipeline, dredging equipment, and supporting an attendant plant. Is responsible for typical work activity including all dredge deck operations and maintenance requirements including efficient operation of winding and hoisting engines which keep dredge on range and control rate of advance and which raise and lower the suction/cutter head; maintaining maximum efficiency in the suction and discharge operation; lengthening and shortening of pipeline; inspecting, maintaining, and repairing the dredge (except engineer room machinery and equipment); operating and maintaining pipeline and discharge of spoil in designated areas; maintaining and repair of decks, holds, and superstructure by cleaning, chipping, scraping, and painting; operating of anchor barge for anchoring pipeline; setting of anchors; placing and/or moving shore pipe; operation of winches; coordination of use of diesel tender in assembly, disassembly and movement of pipeline, placing lights on piling, placing targets, moving anchor barge and transporting personnel and supplies; and for the making and breaking up of tows or tying up plant; etc. In this capacity accomplishes the following:

1. Exercises supervisory responsibility over deck crews on three separate shifts.

- a. Planning. With the assistance of the 2nd mates, plans and lays out the work for the three shifts and the operational steps to be taken. Periodically inspects all deck and auxiliary machinery, equipment and systems, and attendant plant to determine the condition, maintenance needs, and required operating repairs. Plans weekly and monthly work schedules, shift assignments and sequences of work operations for subordinates. Plans makeup and breakup of tows. Establishes deadlines and priorities on the basis of general work schedules, methods and policies established by the Master. Determines how many assignments can be accomplished concurrently. Insures that tools, materials and supplies necessary to accomplish the work are available. Makes cost estimates and estimates materials and manhours required to accomplish such repairs. Consults with Master relative to recommendation for major changes in operations and work sequences

- b. Work Direction. Selects or participates with considerable weight in the selection of workers. Assigns individuals to shifts and through the 2nd mate on the shift, directs the work efforts of subordinates; explains work requirements, methods, and procedures; instructs subordinates in new work procedures; provides technical advice and guidance when problems arise; insures that all work orders are carried out; reviews work of shift crews and makes periodic inspections of all completed work. Makes adjustments to plans, assignments, and methods as necessary so as to accomplish the work as effectively and economically as possible. Determines the tools, equipment, supplies, and maintenance required on the three shifts and takes action to assure the arrival of supplies, parts, and equipment as needed. Through 2nd mates, evaluates work

in progress and assures that quality standards and quantity requirements are met. Coordinates the work of the deck crews with related or impacted work of other dredge crews.

c. Administration. Schedules and approves the leave of subordinates. Sets performance requirements and prepares performance standards and makes formal and informal performance appraisals. Counsels employees on problems referred by and adjusts informal complaints through discussion with employees, 2nd mates, and union representatives. Takes informal corrective action on conduct or performance problems and refers serious problems along with recommendations for disciplinary action to Master for resolution. Plans necessary on-the-job training and insures that such training is effectively and adequately carried out. Promotes the participation of subordinates in programs such as the suggestion program, cost reduction programs, etc. Makes oral reports to the Master concerning work performed. Compiles annual repair and maintenance lists and estimates the time and effort required to accomplish such work during the non-dredging season. Insures requisitioning of necessary materials, tools, parts, and accuracy; reports detailing of employees to jobs other than their own; initiates or participates in review and improvement of work methods, organizational features, and the structuring of positions to eliminate unnecessary ones. Assists Master in conducting fire, abandon ship, and man overboard drills. Accomplishes supervisory functions in accordance with organizational EEO and Affirmative Action programs.

d. As a supervisory employee, incumbent is responsible for instructing and training those supervised in the safe and efficient performance of their duties and studying operations directed with a view to correcting or reporting for correction, any unsafe condition or practice that may cause injury to employees, other persons, or property damage.

2. Is responsible for the storage, issue, and accountability of all expendable and nonexpendable tools, materials, supplies, and equipment.

3. May be assigned to the maintenance and repair of floating plant or other essential duties during any layup period.

Performs other duties as assigned.

SKILLS AND KNOWLEDGES

Applies a knowledge of navigational rules and regulations as evidenced by possession of a U.S. Coast Guard inland mates license. Applies a knowledge of dredge steam, steam-electric, or diesel electric operations, sequence of work activities, the deck operations and maintenance requirements imposed. Applies a knowledge of how such operational characteristics impact deck operation and maintenance requirements. Applies a knowledge of the operational characteristics and limitations of the deck equipment and machinery winches, tender operators, pipelines, anchor barges, shore pipes, deck equipment controls, cutterhead and suction equipment, pumping equipment, etc. Applies a knowledge of equipment lubrication and maintenance requirements. Applies a knowledge of the requirements involved in placing dredging targets, taking and making reports of sounding and the impact of the work of other dredge crews on deck operations. Applies knowledge to read, understand and apply information contained in plans, drawings, specifications, maps, charts and sketches and other documents pertaining to dredge operation in order to plan and coordinate the

deck shift requirements of the dredge. Applies a knowledge of material, supplies and equipment necessary to support deck operation and of the procurement and supply procedures and requirements necessary to obtain such items to provide timely and effective support of dredging operations.

RESPONSIBILITY

Works under the general supervision of the Master who outlines plans and objectives regarding areas to be dredged, movement of dredge to new locations and maintenance requirements. Exercises own initiative and judgement in accomplishing objectives. Work is subject to review for propriety of planning decisions and judgement and for proficiency as determined from continuity of dredging operation. Performs assignments according to verbal instructions, written directives, District regulations, and navigation requirements.

WORKING CONDITIONS

Work is performed in the pilot house, on deck and in other locations of the vessel. Spends most of the time on the deck. Occasionally goes outside in all kinds of weather to attend to duties, being exposed to the elements and subject to slipping on wet decks. Danger of drowning is present in case of accident. There is danger from traffic hazards, particularly in foggy weather and at night.

PHYSICAL EFFORT

Light to moderate physical effort is required for continuous standing and operating of various controls. Incumbent must have color and depth perception and be able to see in low visibility conditions in order to navigate a dredge.